

LAW ENFORCEMENT LIAISON OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a highly responsible, non-supervisory position, the primary duties of which include serving as liaison between the Mayor of New Iberia and the contractor responsible for law enforcement services for the city of New Iberia. The employee in this class monitors and evaluates law enforcement services in the city to ensure provisions are being met satisfactorily under the contract. The Law Enforcement Liaison Officer is responsible for handling all complaints related to the contract for law enforcement services. The Law Enforcement Liaison Officer works with little supervision and reports to and has work reviewed by the Mayor of New Iberia.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as liaison between the city and law enforcement contractor to ensure satisfactory contracted law enforcement services for the city. Provides weekly status reports on the law enforcement contract to the city administration. Determines need for additional law enforcement officers and supervisory personnel and coordinates this information with the city administration and law enforcement contractor. Evaluates the effectiveness of services under contract, and takes appropriate action to correct or improve problem areas. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of current procedures. Coordinates city law enforcement with related federal, state, and local agencies, releasing information and giving assistance when needed.

Meets with law enforcement contractor to receive and review various reports, including crime reports, on criminal activity and other areas concerning law enforcement in the city. Monitors criminal activity in the city. Reports findings of criminal activity to the Mayor. Serves as liaison between the City Prosecutor, City Marshall, City Court, and the law enforcement contractor. Ensures that all misdemeanor violations in the city are referred to the City Court. Monitors timely serving of

warrants within the city. Coordinates notification of street and bridge closures, or any other incidents affecting the flow of traffic and reports this information to the Mayor and the law enforcement contractor.

Keeps informed on modern law enforcement methods and any local conditions, including crime trends, which may require the involvement of law enforcement. Identifies target areas for crime prevention or community relations efforts by analyzing local crime problems.

Receives complaints related to the law enforcement contract, and maintains a system to record complaints. Handles citizens complaints and grievances by becoming aware of conditions which may cause complaints, providing an outlet for expressing complaints, and providing a procedure for the resolution of complaints. Answers telephone inquiries from the public about operation of the law enforcement in the city. Writes letters in answer to written or oral requests or as needed to handle problems of the police service. Conducts polls and surveys on questions or problems relating to law enforcement and develops related information gathering devices for use in setting goals for the public relations program. Recommends needed policy statements or policy changes based on data from polls and surveys.

Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Types letters, forms, memos, statements, formal reports, or any other assigned documents to effectively communicate information or requests, by analyzing the problem or need, gathering and organizing supporting data, and composing the message to achieve the desired effect. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, or other required information. Personally completes and maintains files on all forms and records as required. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation.

Coordinates with law enforcement contractor in establishing and maintaining a Community Services Division, a Professional Standards Unit, and a Citizens Steering Committee for the city of New Iberia. Participates in the Community Networking Task Force for the city. Serves as a law enforcement representative at meetings of governmental or civic committees and groups to give reports, offer advice, and make recommendations.

Coordinates special public service projects to enhance the public image of city law enforcement. Develops a community relations program to meet identified community needs. Promotes a positive public image through interaction in all settings with other public service agencies or community members, providing assistance and information as needed. Participates in conferences, conventions, and other educational meetings.

Provides for the accounting of monies and assets of city law enforcement. Gathers information to be used in compiling the police department budget. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Monitors and coordinates expenditures of city funds to the law enforcement contractor, including the medical expenses of the jail. Verifies and maintains records on incarceration bills. Maintains an accurate inventory of all property/evidence transfers and releases.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have at least five (5) years of progressively responsible experience in full time law enforcement positions. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal

investigations, police training, and related areas of police department operations and management. At least two (2) years of the experience must have been in positions which would include supervisory or administrative responsibilities.